

Previous references.

File No. 2

1915.

Serial Nos.

(3. A)

Later references.

75. E. A. G.

78 - E. 49.

172 - E. A. 9.

195-8. A-9.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for

SUBJECT.

Recruitment of clerical and other Subordinate
Non-Technical Services.

Sl 1. Order No. 154-200—E. A. 2-1915-16-1, dated 31st July 1915.

Recruitment of Clerical and other Subordinate Non-technical Services.

Makes certain suggestions in *re* — and calls for opinions of Heads of Departments and Deputy Commissioners on the subject.

30 x 15.

G.R.S. 11]

191 .

GENERAL AND REVENUE SECRETARIAT.

()

NOTES.

File No.

FILE HEADING.

From

No.	Dated		Received
Diary No. }	Enclos.	Spare Copies.	{ Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

1° 3

No 3

The Dewan desires that a note should be prepared on the method of regulating appointments carrying a monthly salary of

(1) less than Rs 50

(2) Rs 50 to 100.

4.8.14 db

Dues 3/8

Efficiency Audit Branch)

1689
18-9-14

Please draft an order with the rules proposed accg to this note & circulate to Council. We may then call for opinions from HDS of departments & then decide.

27/5/15 - 
over 27/5

No. C. 700.

18.6.1915.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause v of the Schedule).

Question of improving the methods for the recruitment of clerical and other subordinate non-technical services in the State.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasim Rao

Offg. Secretary to Government.

17th June 1915.

Extraordinary Member of Council. *Seen by the Extraordinary member 18/6*

First Member of Council.

*opinion recorded by First member
21/6*

Second Member of Council.

19 5

Serial
No.

The draft order may be circulated for opinion.

As for the Training School proposed, it has to be considered whether it may not be made a part of the Commercial Schools in Bangalore & Mysore. The question of admission & initial qualifications will also have to be determined. No doubt all these matters will come up for consideration later on.

21/6/15 *[Signature]*

I approve of the proposed Rules generally but, in my opinion, they are important enough to be considered carefully at a meeting after consulting the 15 of Sept. & 4. have been sent & circulated to the members of Council. The draft now also is approved.

This bill at the end of
get a change at
the weekly office

157

3/7

5/7 5/7

R. S. 12]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

A draft S. u is put up
Recy) new
Sewar) 14/7/15
Dunlop 15/7

221
15-7-15

Submitted to His Highness.

In order to place the rules regulating the appointment and promotion of ministerial subordinates on a satisfactory footing, it is proposed to consult the Heads of Departments and Deputy Commissioners of Districts in regard to the following tentative suggestions:-

(1) the revision of the rules framed in 1888 for regulating the qualifications for admission into the service, (This question has been long under consideration.)

(2) the establishment of a school for the training of clerical subordinates,

(3) the definition of the extent to which seniority and superior educational attainments should be respectively recognised as constituting claims for promotion, and

(4) the transference of powers of patronage, with necessary safeguards, from individual officers to Committees composed of such officers

2. These points will be found briefly explained in the accompanying draft letter which has been passed both by the Second Member and myself and which is submitted herewith for His Highness's gracious approval. On receipt of the opinions proposed to be invited, the entire question of recruitment to the subordinate service will be examined and placed before His Highness with the views of the Council.

x draft for approval

x Page 18 of the office note

19/7/15

H. M. S. S. S. S. S.

N^o. 24
Vol. XIV.

8

Record of Cases submitted for the Orders
of His Highness the Maharaja

Subject.

Question of instituting improved
methods for the recruitment of clerical
and other subordinate non-technical
services in the State.



Order.

KRM
24/7/15

Secy
Hwy
25/7/15

May this be submitted for circulation

Secy)

28/7

28/7

Issue
28/7

Qnas
13.8.15.
Wells
10/8

Serial
No.

1

To

The Heads of Departments

The Deputy Commissioners of District

G.O. No 154 - 200 - E. A. 2 of 1915-16 - 1

Dated the 31st July 1915.

Makes certain suggestions re recruitment
of clerical and other subordinates. Non-Technical
services and calls for opinions of Heads of
Departments and Deputy Commissioners on the
subject.

P. T. O.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

This file has been
 circulated to the members
 of Council for perusal
 of H.H.'s orders. The
 Bureau has not seen
 H.H.'s orders.

Entered.

New
 16/9/15
 Secy

2 Swan)

898
 21.8.15.

New
 16/8/15

Decs
 20/8

See. Thanks.

When will they come up finally?

4.9.15.

20 to expedited
 Dec 24/9

see
 8/9

N.B.—Should routine notes be written on small slips,
 the notes must be copied, or slips pasted on
 this form.

11

Proceedings of the Government of
His Highness the Maharaja of Mysore.

Order No. 154-200/84 dated 31.7-1915

The attention of Government has been directed for some time past to the question of instituting improved methods for the recruitment of clerical and other subordinate non-technical services. The following points have been considered in this connection:-

- (1) The qualifications required for admission into the service.
- (2) The principles governing promotion.
- (3) The distribution of the powers of patronage.

(1) QUALIFICATION FOR ADMISSION.

2. The qualifications required for service in the several Departments are laid down in Government orders passed from time to time and are of two kinds, namely, (1) general educational qualifications and (2) pass in Departmental tests. As regards

regards the former, Government observe that there is a certain amount of needless diversity which it is desirable to remove. Thus in the rules governing admission into the Revenue Department (Notification No. R.1678/L.R.105-06-1 dated 7th August 1906) it is only for posts carrying a salary of Rs 25 and upwards that a pass in the Matriculation examination is required, but this qualification is obligatory in the Excise Department, which is presumably less popular than the Revenue Department, even for posts carrying a salary of Rs 15 and upwards (G.O. No. 1437-8/Excise 1-1897-98 dated 30th November 1903). On the other hand in Departments governed by Notification No. 3 dated 12th April 1888 the minimum ~~of~~ general education demanded even for the higher posts is only a pass in the Lower Secondary Examination. Whatever the justification for these differences may have been at the time when the rules of the several Departments were framed, Government consider that at present greater uniformity is possible. The rules for the Revenue Department seem generally suitable to existing circumstances and the minimum qualifications laid down therein may therefore be extended to other Departments, with such

* B

* M

* N

such modifications as may seem necessary.

3. The departmental examinations, as they are now conducted, demand some acquaintance with official text books, but they do not ensure on the part of candidates knowledge of either the principles or the technique of Government work. And though the initial deficiency in these respects is to some extent supplied by later experience, it is never wholly or satisfactorily made up. The exigencies of business rarely permit of duties ^{being} assigned to officials with an eye to their training and in any case it is not to be expected that knowledge gained solely in the course of ordinary work could be otherwise than crude and mechanical.

These considerations have led to a proposal that a school for the training of public servants should be established and that instruction should be provided in it in the subjects prescribed for departmental examinations, in the routine of official business, and in the general principles ^{of} ~~applicable to~~ public administration. This combination of practical and theoretical studies will, it is thought,

thought, secure for the public service a supply of officials who understand the technicalities of work without losing sight of its principles, and whose ~~process of~~ ^{training} ~~their predisposition~~ ^{to} ~~is~~ ^{new} predisposes ~~to an~~ interest in the ~~more~~ problems of administration.

In the event of such a school being established, a period of training therein followed by a pass in the appropriate examinations, would have to be prescribed ^{as an essential qualification} for the more responsible posts in the subordinate service.

(2) PRINCIPLES GOVERNING PROMOTION.

4. The existing rules recognise that other things being equal, promotion should be determined by - seniority. In order to ensure practical adherence to this principle, it seems necessary to lay down that no official should be superseded except on the ground of specific disqualification, to be recorded in each case by the sanctioning - authority. This rule, based on considerations of fairness, is invariably acted upon in the case of the

the higher services but there is reason to think ~~to think~~ that the subordinate services do not always get the benefit of its application. It is therefore as well to authoritatively lay it down.

5. The principle admits however of one exception. In the interests of efficiency, it is necessary to rapidly promote men of high educational attainment ~~attainments~~ and ability, and in so far as this is the case, the claims of seniority can be legitimately ignored. Rule 12 of the rules governing the recruitment of the Revenue Department is conceived on this principle, but the preferential claim for promotion that it gives to men coming under its provision does not extend beyond a monthly pay of Rs 50 or 60. Government consider that the minimum should be raised to Rs 100 by laying down that graduates entertained under the rule should have preference over others for the appointments of Deputy Amildar, - District Sheristedar and District Head clerk after 5 years' approved service in the posts now assured to them.

6. A similar policy should be pursued in other Departments also such as the Judicial, Police and Excise, so as to secure a larger supply of graduates for their upper subordinate ranks.

7. In order to give practical effect to such an arrangement and at the same time to avoid causing undue detriment to the promotion of deserving senior officials with lesser educational qualifications, it would be necessary to set apart a certain proportion of vacancies among the assured posts for being filled by recruits coming under this method, the rest being reserved for officials who have entered the service in the ordinary course. If at the time of a particular vacancy no candidate of the requisite type is available, it would of course be filled up without the restriction here contemplated.

(3) DISTRIBUTION OF THE POWERS OF

Patronage

8. Powers of appointment and promotion have been hitherto vested in individual officers but this arrangement in spite of rules and restrictions has not always succeeded in eliminating favouritism and capricious methods. With

With a view to minimise these evils, if possible, it is proposed that officers empowered to make appointments and promotions should exercise that power in consultation with a committee constituted for the purpose. The officer responsible for the administration of the Department or charge in question would be at liberty to overrule the opinions of his colleagues if he thinks such a course necessary, but he would be required to invariably record his reasons for so doing.

9. This arrangement, the Government think, will secure ~~greater~~ ~~greater~~ deliberation and impartiality ~~in the distribution of appointments and promotions~~, in the distribution of appointments and promotions, without in any way weakening the sense of responsibility of heads of offices and Departments.

10. Before taking any action on these lines however, Government desire to inform themselves of the views held by Heads of Departments and Deputy Commissioners on the subject and would add that constructive suggestions and detailed proposals on the points dealt

with

with here would be particularly useful.

Due 15/6

Offg. Secretary to Government

recd 14/6/15 General & Revenue Depts.

To

Heads of Departments.

Deputy Commissioners of District



Recruitment of Clerical and other
Subordinate Non-technical Ser-
vices.

No. 154-200—E. A. 2-1915-16-1, DATED 31ST JULY 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

GENERAL DEPARTMENT.

Order No. 154-200—E. A. 2-1915-16-1, dated 31st July 1915.

The attention of Government has been directed for some time past to the question of instituting improved methods for the recruitment of clerical and other subordinate non-technical services. The following points have been considered in this connection :—

- (1) The qualifications required for admission into the service.
- (2) The principles governing promotion.
- (3) The distribution of the powers of patronage.

(1) *Qualification for admission.*

2. The qualifications required for service in the several departments are laid down in Government orders passed from time to time and are of two kinds, namely, (1) general educational qualifications and (2) pass in departmental tests. As regards the former, Government observe that there is a certain amount of needless diversity which it is desirable to remove. Thus in the rules governing admission into the Revenue Department (Notification No. R. 1678—L. R. 105-06-1, dated 7th August 1906) it is only for posts carrying a salary of Rs. 25 and upwards that a pass in the Matriculation Examination is required, but this qualification is obligatory in the Excise Department, which is presumably less popular than the Revenue Department, even for posts carrying a salary of Rs. 15 and upwards (Government Order No. 1437-8—Excise 1-1897-98, dated 30th November 1903). On the other hand in departments governed by Notification No. 3, dated 12th April 1888 the minimum general education demanded even for the higher posts is only a pass in the Lower Secondary Examination. Whatever the justification for these differences may have been at the time when the rules of the several departments were framed, Government consider that at present greater uniformity is possible. The rules for the Revenue Department seem generally suitable to existing circumstances and the minimum qualifications laid down therein may therefore be extended to other departments, with such modifications as may seem necessary.

3. The departmental examinations, as they are now conducted, demand some acquaintance with official text books, but they do not ensure on the part of candidates knowledge of either the principles or the technique of Government work. And though the initial deficiency in these respects is to some extent supplied by later experience, it is never wholly or satisfactorily made up. The exigencies of business rarely permit of duties being assigned to officials with an eye to their training and in any case it is not to be expected that knowledge gained solely in the course of ordinary work could be otherwise than crude and mechanical.

These considerations have led to a proposal that a school for the training of public servants should be established and that instructions should be provided in it in the subjects prescribed for departmental examinations, in the routine of official business, and in the general principles of public administration. This combination of practical and theoretical studies will, it is thought, secure for the public service a supply of officials who understand the technicalities of work without losing sight of its principles, and whose training predisposes them to interest in the problems of administration.

In the event of such a school being established, a period of training therein followed by a pass in the appropriate examinations, would have to be prescribed as an essential qualification for the more responsible posts in the subordinate service.

20

**Government of His Highness the Maharaja
of Mysore.**

—
GENERAL DEPARTMENT
—

**G. O. No. 154-200—E. A. 2-1915-16-1,
dated 31st July 1915**

Recruitment of Clerical and other Subordinate Non-technical Services.

Makes certain suggestions in *re* — and calls for opinions of Heads of Departments and Deputy Commissioners on the subject.

No. 154-200 -E. A. 2-1915-16-1, DATED 31ST JULY 1915.

(2) *Principles governing promotion.*

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5. The principle admits however of one exception. In the interests of efficiency, it is necessary to rapidly promote men of high educational attainment and ability, and in so far as this is the case, the claims of seniority can be legitimately ignored. Rule 12 of the rules governing the recruitment of the Revenue Department is conceived on this principle, but the preferential claim for promotion that it gives to men coming under its provision does not extend beyond a monthly pay of Rs. 50 or 60. Government consider that the minimum should be raised to Rs. 100 by laying down that graduates entertained under the rule should have preference over others for the appointments of Deputy Amildar, District Sheristedar and District Head clerk after five years' approved service in the posts now assured to them.

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8. Powers of appointment and promotion have been hitherto vested in individual officers but this arrangement in spite of rules and restrictions has not always succeeded in eliminating favouritism and capricious methods. With a view to minimise these evils, if possible, it is proposed that officers empowered to make appointments and promotions should exercise that power in consultation with a committee constituted for the purpose. The officer responsible for the administration of the department or charge in question would be at liberty to overrule the opinions of his colleagues if he thinks such a course necessary, but he would be required to invariably record his reasons for so doing.

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D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. Dept.

To—The Heads of Departments.
The Deputy Commissioners of Districts.